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NAVSUPINST 1540.1F
SUP 40
2 Aug 00

NAVSUP INSTRUCTION 1540.1F

Subj: NAVY PETROLEUM OFFICER TRAINEE CAREER DEVELOPMENT PROGRAM

Encl: (1) Permanent Duty Station and Officer Authorizations
(2) Guidelines for Navy Petroleum Officer Trainee Development Program
(3) Sign Off Sheet for On-the-Job Training
(4) Petroleum Officer Intern Guide to Formal Schools/ Training
(5) Petroleum Officer Trainee Progress Report Format

1. Purpose. To update the Navy Petroleum Officer Trainee Career Development Program, state operation policies for the program, and publish guidelines and procedures for assigned officers and participating activities.

2. Cancellation. NAVSUPINST 1540.1E.

3. Background. The petroleum management qualified U.S. Navy Supply Corps officer has proven to be an invaluable asset in managing and operating the numerous complex, costly and strategically located petroleum facilities in both the Continental United States and overseas. Sources of petroleum qualified Supply Corps officers have been varied: numerous (and frequently successive) "hands-on" tours in Petroleum, Oil and Lubricants (POL) jobs with or without benefit of formal training since commissioning; mid-career POL tour at the O-3/O-4 level after postgraduate education at University of Kansas, Lawrence, Kansas; mid-career POL tour at O-3/O-4 level after Service school attendance at U.S. Army Petroleum Officer Course, Fort Lee, Virginia; or Fleet Training Center, San Diego, California; and combinations of these sources. Since 1977, balancing accessions into the POL subspecialty program with projected attrition has been a challenge. The need to stimulate the replacement of petroleum-qualified officers was recognized by the Naval Supply Systems Command (NAVSUP) when it developed the Navy Petroleum Officer Trainee Career Development Program. This need is further underscored by the fact that Navy has embarked on an aggressive modernization program to increase the longevity of its fuel facilities.

4. Discussion. Seven Supply Corps junior officer training billets have been established as part of the Navy Petroleum Officer Trainee Career Development Program. These junior

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officers will be assigned to each of the NAVSUP fuel activities identified in enclosure (1). Each officer trainee in the program will be required to work in a wide variety of fuel facility and petroleum logistics-related functions and to complete specific formalized tasks during a 24-month period. The purpose of this internship is fourfold:

a. To develop officers to provide increased petroleum management support.

b. To reestablish a broad base of experience in the petroleum management function.

c. To take advantage of the vast experience and resources available at Fleet and Industrial Supply Centers (FISCs) in providing the officer a diversified training opportunity.

d. To take advantage of the training opportunity to develop and expand acquisition knowledge by obtaining a Level I or II Defense Acquisition Workforce Improvement Act (DAWIA) training qualification.

Enclosure (2) delineates the functions and tasks of the formalized 24-month training program.

5. Operating Policies

a. Administrative Cognizance. All petroleum officer trainee billets are assigned to NAVSUP activities listed in enclosure (1) with additional duty to the Navy Petroleum Office (NAVPETOFF), Fort Belvoir, Virginia. The NAVPETOFF Commanding Officer is responsible for monitoring each officer's training and development. Those junior officers selected for the program receive orders to one of the specific activities listed in enclosure (1); e.g., FISC San Diego, with additional duty to NAVPETOFF. The officer will be located at the primary duty station that will perform all diary entries and other personnel accounting functions for assigned trainees. Each officer will report by letter to NAVPETOFF for additional duty purposes. The responsibility of the NAVPETOFF Commanding Officer is the overall program coordination in this program.

b. Activity Designation. The Commander, NAVSUP, will redesignate permanent duty stations which can best accomplish training objectives as advised by the NAVPETOFF Commanding Officer. NAVPETOFF Commanding Officer will review and monitor the program continuously, submitting appropriate recommendations to the Commander, NAVSUP.

c. Tour Length. The tour of duty in the program is 24 months. Any local command action to divert trainees into other

assignments before completion of the program requires Permanent Change of Station (PCS) orders and must be approved by the NAVPETOFF Commanding Officer and Chief of Naval Personnel, Navy Personnel Command (PERS 4412).

d. Obligated Service. An additional 24-month obligated service to be served after completion of internship is incurred by officers ordered as Navy Petroleum Officer Trainees.

e. Fitness Reports. Regular fitness reports will be submitted by the primary duty station and should reflect the progress the officer is making in the Trainee Career Development Program. Reporting seniors have the option of establishing a separate fitness report comparison group for interns. Per paragraph A-4 of BUPERSINST 1610.10, the "STUDENT" subcategory code may be entered in block 21 of the fitness report. The officer will then be compared with other interns only at the command. The NAVPETOFF Commanding Officer has the option of submitting concurrent fitness reports and evaluating the officer's progress in completing the formalized training program as compared with other petroleum officer interns.

f. Petroleum Management Officer Development

(1) Each naval activity shall submit an individual development plan for each officer trainee via the reporting senior to the NAVPETOFF Commanding Officer for approval. Submission shall be within 15 days following the officer's reporting date. The plan will be developed using enclosures (2) and (3) as a basis and will be designed to provide the trainee with a sound working knowledge of fuel terminal operations and petroleum logistics. The plan must include the scheduled formal courses and On-the-Job Training (OJT) listed in enclosures (2) and (3). Enclosure (4) provides information on locations, application procedures and contacts for off-site training. NAVSUP, NAVPETOFF and Defense Acquisition University will budget for and fund all off-site training.

(2) Upon approval of the development plan, the FISC Fuel department director will be responsible for its implementation and completion. Periodic discussions among the officer trainee, the department director and other supervisory personnel will be held to review the officer's progress in his/her trainee role.

(3) Trainee progress reports will be submitted at quarterly intervals to point out progress with respect to plan, course completion and other relevant information. This report must include, as a minimum, signed copy of the checkoff sheets (enclosure (3)) completed during the period, a list of formal courses or other off-site training (enclosure (2)) completed during the report period and any significant achievements. Prescribed report format is shown in enclosure (5).

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g. Completion Certificate. The activity will nominate eligible officers by letter to NAVPETOFF Commanding Officer certifying the development plan has been completed. The Commander, NAVSUP, will then award a certificate of completion to each trainee who successfully completes all requirements of the program. The NAVPETOFF Commanding Officer will mail the original certificate to the trainee's commanding officer for presentation, with a copy to NAVSUP (SUP OP31) for the officer's Service Record and to Chief of Naval Personnel (NPC 4412Q) for recording the 1307S subspecialty code to reflect experience in petroleum terminal operations and petroleum logistics.

h. Follow-on Payback Tour. An intern tour obligates an officer to a 2-year payback period, preferably in an operational 1307S subspecialty coded billet. As always, career path progression, needs of the Navy and the best interests of the officer will be weighed in determining the newly qualified intern's next duty station. A current list of rolling 1307 coded billets are discussed during convenient periods such as conferences, activity visits or can be provided by the Navy Petroleum Office upon request.

6. General. Recommendations regarding the program should be submitted to the program sponsor (NAVSUP (SUP 40)). Junior Supply Corps officers (LT/LTJG) interested in the program should inform their detailers.



K. W. LIPPERT
Commander

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PERMANENT DUTY STATIONS AND OFFICER AUTHORIZATIONS

<u>BILLET</u> <u>LOCATION/DUTY STATION</u>	<u>PERMANENT</u> <u>BILLET TITLE</u>	<u>NUMBER</u> <u>ASSIGNED</u>
NAVPETOFF FT. BELVOIR VA	POL OFFICER TRAINEE	1
FISC JACKSONVILLE FL	POL OFFICER TRAINEE	1
FISC NORFOLK VA	POL OFFICER TRAINEE	1
FISC PEARL HARBOR HI	POL OFFICER TRAINEE	1
FISC PUGET SOUND WA	POL OFFICER TRAINEE	1
FISC SAN DIEGO CA	POL OFFICER TRAINEE	1
FISC YOKOSUKA JA	POL OFFICER TRAINEE	1

Enclosure (1)

GUIDELINES FOR NAVY PETROLEUM OFFICER
TRAINEE DEVELOPMENT PROGRAM

1. The 3-week Advanced Petroleum Management Course at U.S. Army Quartermaster School, Fort Lee, Virginia, will normally be provided as part of the intern's PCS orders prior to reporting for duty for intern training.

2. Petroleum Management OJT Training

a. OJT will be assigned in the areas listed in enclosure (3) while the officer is at the primary duty station. These practical training areas are the minimum required in the officer trainee's development plan. The officer must demonstrate a thorough knowledge and understanding of the principles involved and an ability to perform and ultimately supervise practical petroleum operations and maintenance functions in order to successfully complete the program. OJT sign-off sheets, provided in enclosure (3), must be completed during the 24-month intern training program.

b. Interns should "get dirty." Active participation alongside other departmental workers engaged in fuel operations and maintenance activities is strongly encouraged. The intern is not to work in place of; rather, he/she is to work with the employee to develop an appreciation for functional methodology and problems.

c. The foreman or operations/maintenance workers doing the training should sign OJT sign-off sheets. Items should be signed and dated as soon as completed but only when the trainee is fully conversant with the subject matter.

d. Special projects are an excellent means of tapping an intern's talents and should be used judiciously. The established training program, especially required formal schooling and off-site training, should take precedence over local or collateral assignments.

e. Officer trainees will not perform in the capacity of inspectors or perform pre-inspection surveys. Any inspection/pre-inspection will be performed only in the capacity of "under instruction," via the supervision of qualified personnel.

3. Off-Site Petroleum Management Training

a. The following off-site training courses are required to complete the 24-month petroleum concentration of the career development program and will be included in the officer's schedule and training plan.

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Mandatory Courses

Shore Facilities Planner Course - 1 week
Economic Analysis Course - 1 week
Environmental Protection Course - 4 days
Basic Corrosion Course - 1 week
Confined Space Safety Course (A-493-0030) - 2 weeks
Facility Response Team (FRT) Training - 1 week
Temporary Additional Duty (TAD) to a Naval Air Station - 2 weeks
Command Inspection (NAVSUP IG/Major Claimant SMA) - 1 week
Program Indoctrination at NAVPETOFF - 3 days
Quality Assurance Representative (QAR)/Refinery Training - 1 week
Contracting Officer's Representative (COR) Course - 3 days
Civilian Personnel Management - Varies from 3 days to 1 week.

b. A guide to course location and application information is supplied in enclosure (4).

4. DAWIA training has been formally incorporated into the POL Intern program. All POL intern billets identified by enclosure (1) have been coded with an Additional Qualification Designation of Acquisition Logistics Non-Critical (ALN). Subject to the level of DAWIA training each newly reporting POL intern has received to date, either Level I or Level II DAWIA course work will be incorporated into individual development plans.

5. In addition to the fuel-related OJT, the officer may also perform practical training in general supply-related functions upon successful completion of the program.

6. In addition to the above sign-off training, the officers are encouraged to pursue relevant course work available at the activity level. Local Human Resource Offices will assist officers in obtaining information and quotas for courses.

7. Work or resource exigencies should not be used to deviate from the spirit and intent of the training program. Trainees are not to be considered as ready sources for use in various stopgap situations. For example, it would be inappropriate to assign a trainee to a position solely to resolve a workload backlog problem.

8. Completion of OJT and formal training shall be reported in the quarterly petroleum trainee progress report utilizing the format in enclosure (5).

SIGN-OFF SHEETS FOR ON-THE-JOB TRAINING

MAINTENANCE MANAGEMENT

Signature of
Qualifying Super-
visor and Date

- | | |
|--|-------|
| 1. Importance of maintenance management | _____ |
| 2. Objectives of maintenance management | _____ |
| 3. Functions and responsibilities of maintenance division | _____ |
| 4. Types of maintenance | _____ |
| a. Breakdown maintenance | _____ |
| b. Preventive maintenance | _____ |
| 5. Facility inspections | _____ |
| a. Storage tanks | _____ |
| b. Pipings | _____ |
| c. Hoses | _____ |
| d. Filters/separators | _____ |
| e. Strainers | _____ |
| f. Pumps | _____ |
| g. Valves | _____ |
| h. Loading arms | _____ |
| i. Fueling nozzles and regulators | _____ |
| j. Pressure gauges | _____ |
| k. Buildings | _____ |
| l. Ground maintenance | _____ |
| m. Pier facilities | _____ |
| n. Meters | _____ |
| o. Automatic tank gauging system | _____ |
| p. Electrical system | _____ |
| q. Fuel dispensing equipment | _____ |
| r. Bonding and grounding | _____ |
| s. Fire protection facilities | _____ |
| t. Barges | _____ |
| u. Boats | _____ |
| v. Vehicles | _____ |
| w. Fuel lab facilities | _____ |
| x. Oil recovery equipment | _____ |
| y. Cathodic protection system | _____ |
| z. Loading racks | _____ |
| 6. Hands-on training (to develop a general understanding of how these maintenance personnel perform their duties at a fuel terminal) | _____ |
| a. Welders | _____ |
| b. Electricians | _____ |
| c. Machinists | _____ |
| d. Pipefitters | _____ |
| e. Plumbers | _____ |
| f. Carpenters | _____ |
| g. Painters | _____ |

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7. Resources available to accomplish facility maintenance
 - a. Public works _____
 - b. Contractors _____
 - c. In-house personnel _____
8. Funding procedures for maintenance and repair projects
 - a. Fuel Department funding authority _____
 - b. Commanding officer's funding authority _____
 - c. Defense Logistics Agency (DLA)/Defense Energy Support Center (DESC) funding authority _____
 - d. Major claimant's funding authority _____
9. Records and reports
 - a. Current maintenance records _____
 - b. Historical records
 - (1) Machinery history cards _____
 - (2) Tank history cards _____
10. Maintenance and repair budget development _____
11. Problems associated with maintenance management and their solutions _____
12. Facility Inspection Program
 - a. Describe _____
 - b. How accomplished _____
 - c. Review the activity's Annual Inspection Summary (AIS) and Narrative Assessment (NA) _____
 - d. Describe relationship of the AIS with budget/Program Objective Memorandum _____
 - e. Describe relationship of the AIS with Basic Facility Requirement _____
 - f. Who maintains the AIS file? _____

PREVENTIVE MAINTENANCE

1. Concept of Preventive Maintenance System (PMS) _____
2. Objectives of PMS _____
3. Preparation of PMS schedule
 - a. Weekly _____
 - b. Quarterly _____
 - c. Cycle _____
4. Tools required to accomplish PMS
 - a. Maintenance Index Page _____
 - b. Maintenance Requirement Card _____
 - c. Equipment Guide List _____
5. Perform an assigned weekly requirement _____
6. Perform an assigned monthly requirement _____
7. Perform a spot check on a completed requirement _____

8. Problems associated with preventive maintenance and solutions

FILTER SEPARATORS

1. Importance of filter separators
2. Principles of operation
3. Elements of a filter separator
4. Test requirements
5. Maintenance requirements
6. Replacing the elements

MILITARY CONSTRUCTION (MILCON) PROJECT PREPARATION

1. What is a MILCON project?
2. The DLA/DESC Installation and Planning Review Board (IPRB) process
3. Role of:
 - a. DLA
 - b. DESC
 - c. Navy Petroleum Office
 - d. Engineering Field Division (EFD)
 - e. Staff Civil Engineer
4. Maintenance and repair projects
5. Pollution abatement projects
6. Recurring environmental cost projects
7. Project preparation
 - a. Proposal
 - b. Project submittal - DD Form 1391
 - c. Architectural and Engineering (A&E) initial development
 - d. A&E final development
 - e. Contract for production
 - f. Follow-up
8. Prepare a MILCON project from initial conception to final submission

FUEL AUTOMATION SYSTEM

1. Basic components of an automation system
2. How the system works
3. Operate the automatic fuel handling system
4. Casualty control procedures
5. Problems that could arise in an automated system and solutions

BUDGET PLANNING AND SUBMISSION

1. Reconciliation of current year and preparation
 - a. Cost accounting
 - b. Job order numbers

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- c. Civilian labor costs _____
- d. Timekeeping and labor distribution _____
- e. Budget preparation _____

INVENTORY CONTROL AND ACCOUNTING

- 1. Inventory Procedures
 - a. Packing a pipeline _____
 - b. Gauging fuel tanks _____
 - c. Temperature _____
 - d. Water cuts _____
 - e. Settling time _____
 - f. Witness gauging _____
 - g. Computations _____
 - (1) Converting to 60°F _____
 - (2) Use of strapping charts _____
 - (3) Use of Table 6 _____
 - (4) Converting to weight _____
- 2. Inventory control
 - a. Monthly slate _____
 - b. Source Identification and Ordering Authorization (SIOATH) _____
 - c. Inventory Management Plan (IMP) _____
 - e. Responsibility vs accountability _____
 - f. Allowable loss vs cost _____
 - g. References and directives _____
- 3. Accounting
 - a. Processing daily receipts and issues
 - (1) Memorandum invoices _____
 - (2) DOD Single Line Item Requisition System Document (Manual) (DD Form 1348) _____
 - (3) DOD Single Line Item Release/ Receipt Document (DD Form 1348-1A) _____
 - (4) Requisition and Invoice/Shipping Document (DD Form 1149) _____
 - (5) Tanker/Barge Material Inspection and Receiving Report (DD Form 250-1) _____
 - (6) Order for Supplies or Services/ Request for Quotations (DD Form 1155) _____
 - (7) Government Bill of Lading _____
 - (8) Tanker ullage report _____
 - (9) Discrepancy in Shipment Report (Standard Form 361) _____
 - b. Stock control
 - (1) Complete entries on a stock record card _____
 - (2) Prepare a daily stock report _____
 - (3) Prepare a weekly stock report _____

- (4) Prepare a monthly stock report _____
4. Troubleshoot inventory discrepancies _____
5. Perform analysis to solve gains and losses _____
6. POL requirement submissions _____
7. Close out of petroleum products inventory on Friday _____
8. Close out of petroleum products inventory on last day of month _____
9. Prepare and submit Bulk Petroleum Terminal Message Report (DD Form 1884) _____
10. Funding codes _____
11. Fuel Exchange Agreements _____
12. Petroleum War Reserve Requirements _____

DFSP REPORTING PROCEDURES

1. Defense Fuel Automated Management System (DFAMS) _____
2. Fuel Automated Systems _____
3. Fuel operations statistics _____
4. Operating Expense Budget Report _____
5. Terminal POL Facilities Report (DD-M(A) 506) _____
6. Bulk Petroleum Terminal Message Report (DD Form 1884) _____
7. Petroleum Capabilities Report _____
8. Petroleum Damage and Deficiency Report _____
9. Prepositioned War Reserve Stock Level Violation Report _____

DISPATCHING AND SCHEDULING

1. Pump sheets _____
2. Tank truck loading/paperwork _____
3. Vessel loading _____
4. Vessel discharge _____
5. Operations control board _____
6. Operations log _____
7. Vessel refueling by truck _____
8. Pipeline movement _____
9. Operations order _____
10. Downgrading _____
11. Custodial transfer _____

POL ORGANIZATION, DIRECTIVES AND PUBLICATIONS

1. DOD POL Logistics Organization
a. Secretary of Defense _____
b. Assistant Secretary of Defense _____

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- (Manpower, Reserve Affairs and Logistics) _____
- c. DLA _____
- d. DESC _____
- e. DESC Region _____
- f. Defense Fuel Support Point (DFSP) _____
- 2. Navy Operational Organization _____
- a. Secretary of the Navy _____
- b. Chief of Naval Operations _____
- 3. Fuel Department Organization _____
- a. FISC Commanding Officer _____
- b. Fuel Department Director _____
- c. Operations Division _____
- d. Maintenance Division _____
- e. Lab/Quality Surveillance Division _____
- f. Admin/Inventory Division _____
- g. Staff Civil Engineer _____
- 4. Interface between FISC Fuel Department and _____
- a. DESC _____
- b. DESC Regions _____
- c. NAVPETOFF _____
- d. Engineering Field Divisions _____
- e. Environmental Protection Agency _____
- f. U.S. Coast Guard _____
- g. Military Sealift Command _____
- 5. POL Publications _____
- a. Procedures for the Management of Petroleum Products (DOD 4140.25M) _____
- b. Military Standardization Handbook, Quality Surveillance Handbook for Fuels Lubricants and Related Products (MIL-HDBK-200) _____
- c. Military Standardization Handbook, Petroleum Operations (MIL-HDBK-201) _____
- d. Maintenance Manual Petroleum Fuel Facilities (NAVFAC MO-230) _____
- e. Environmental Protection Manual (OPNAVINST 5090.1) _____
- f. Fundamentals of Petroleum (NAVEDTRA 10883) _____
- g. American Society for Testing and Materials Manual (ASTM Manual Parts 23, 24, 25) _____
- h. Fuel Management Ashore (NAVSUP Pub 558) _____

QUALITY SURVEILLANCE AND INSPECTION

- 1. Sampling Procedures _____
- a. Types of samples _____
- b. Apparatus and containers _____

- c. Size of sample _____
- d. Identification of samples _____
- e. Terminology's associated with samples _____
- f. Problems associated with sampling _____
- g. Tank samples of various petroleum products _____
- 2. Fuel properties and characteristics _____
 - a. Diesel Fuel Marine (F76) _____
 - b. Aviation turbine fuels (jet fuel) _____
 - c. Automotive gasoline (MOGAS) _____
- 3. Sampling of tests _____
- 4. Significance of tests _____
 - a. Bottom Sediment and Water (BS&W) _____
 - b. Flash point _____
 - c. Distillation _____
 - d. Color _____
 - e. American Petroleum Institute (API) gravity _____
 - f. Ash content _____
 - g. Carbon residue _____
 - h. Cetane number _____
 - i. Cloud and pour point _____
 - j. Conductivity _____
 - k. Copper corrosion _____
 - l. Existent gum _____
 - m. Filtration time _____
 - n. Fuel System Icing Inhibitor (FSII) _____
 - o. Knock valve _____
 - p. Potential gum _____
 - q. Jet Fuel Thermal Oxidation Stability Test _____
 - r. Vapor pressure _____
 - s. Viscosity _____
 - t. Water reaction _____
 - u. Water Separometer Index Modified _____
- 5. Specification limits _____
- 6. Deterioration limits _____
- 7. Disposition of off-specification product _____
- 8. Quality surveillance in bulk storage _____
- 9. Quality surveillance in bulk transportation _____
- 10. Quality inspection of trucks, vessels and containers _____
- 11. Quality surveillance problems _____

LABORATORY ADMINISTRATION

- 1. Organization _____
- 2. Safety Standards and Procedures _____
- 3. Records _____
 - a. Sample log _____

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- b. Petroleum Product Laboratory Analysis Report _____
- c. Laboratory Analysis Report _____
- d. Technician's workbook _____
- e. Tank record _____
- f. Operational Laboratory Report _____
- 4. Conduct POL test procedures _____
 - a. API gravity _____
 - b. Flash point _____
 - c. Distillation _____
 - d. BS&W _____
 - e. Copper corrosion _____
 - f. Reid vapor pressure _____
 - g. Viscosity _____
 - h. FSII _____
 - i. Cloud and pour point _____
 - j. Freezing point _____
- 5. Evaluation of test results _____
- 6. Sample retention _____
- 7. Calibration program _____
- 8. Environmental interface _____

FUEL TERMINAL COMMUNICATION SYSTEM

- 1. Telephone _____
 - a. Proper telephone procedures _____
 - b. Phone number listing _____
 - c. Use of recall list _____
- 2. Radio _____
 - a. Proper radio communication procedures _____
 - b. Portable, mobile and fixed base radios _____
 - c. Radio call signs in the terminal _____
 - d. Conducting radio checks _____
 - e. Recharging procedures for portable radios _____
 - f. Effective transmission range of radios _____
 - g. Appropriate frequency _____
 - h. Locations of transmitter and antenna _____
- 3. E-mail _____
- 4. Written and verbal _____
- 5. Visual displays _____

CORROSION CONTROL PROGRAM

- 1. Causes of corrosion _____
- 2. Types of corrosion and prevention _____
- 3. Cathodic protection system _____

- a. How it prevents corrosion
- b. System design
- c. Elements
- d. Impressed current system
- e. Sacrificial anode system
- f. Inspection and maintenance
- 4. Protective coatings, paints and wrappings

FIRE PROTECTION

- 1. Types of fire
- 2. Fire designations
 - a. Pier fires
 - b. Shore fires
- 3. Fire prevention
 - a. Instructions on fire protection
 - b. Fire prevention inspections
 - c. Fire drills
 - d. Terminal fire protection system
 - e. Terminal fire department organization
 - f. Available fire fighting equipment
 - g. Static electricity hazards
 - h. Location and operation of the emergency fire pump station
 - i. Installed foam system and how it operates
 - j. Aqueous Film-Form Foam storage locations
- 4. Methods of controlling fires to minimize the spread and decrease the damage
- 5. Extinguishing petroleum fires

TANK CLEANING

- 1. Purposes of tank cleaning
- 2. Scheduling of tank cleaning
- 3. Phases of tank cleaning
 - a. Planning the operation
 - b. Preparation for cleaning
 - c. Vapor freeing the tank
 - d. Cleaning the tank
 - e. Cleanup, inspection and acceptance
- 4. Safety precautions
- 5. Repair of tanks
- 6. Coatings
- 7. Maintenance of tank bottoms
- 8. Disposition of sludge materials

POLLUTION ABATEMENT

- 1. Laws and regulations governing oil

- pollution and abatement _____
- 2. Navy references and directives _____
- 3. Spill Prevention Control and Counter-measure Plans _____
- 4. Planning pollution abatement effort _____
 - a. Prevention _____
 - b. Resources _____
 - c. Procedural _____
- 5. Organizing pollution control effort _____
- 6. Training program _____

OIL SPILL CLEANUP

- 1. Three phases of oil spill response _____
 - a. Discovery and notification _____
 - b. Containment and countermeasure _____
 - c. Clean up and disposal _____
- 2. Know the containment and cleanup capabilities of your terminal _____
- 3. Be familiar with equipment used during oil spill operation _____
- 4. Problem areas in oil spill containment and cleanup _____
- 5. Oil spill clean up _____
 - a. Use of sorbents _____
 - b. Spill boom development _____
 - c. Work boat types and uses _____
 - d. Work platform _____
 - e. Containment areas _____
 - f. Estimation of spill amount _____
 - g. Reporting requirements and procedures _____
 - (1) Requirements set forth in OPNAVINST 5090.1 _____
 - (2) Prepare actual mock oil spill report (Report Symbol OPNAV 5090.2) _____
 - (3) OPREP-3 Navy Blue procedures set forth in OPNAVINST 3100.6 _____
 - (4) Prepare actual or mock OPREP-3 for oil spill _____
- 6. Hazardous material spill _____
 - a. Procedures to follow in case of spill _____
 - b. Determination of hazardous material _____
 - c. Safety requirements for containment of hazardous material _____
 - d. Available material and equipment _____
 - e. Reporting procedure _____
- 7. Disposition of recovered oil/hazardous materials _____

OIL RECLAMATION

- 1. Reclamation plant

- a. Overview _____
- b. System schematic _____
- c. Receipt of ballast _____
- d. Ballast tanks _____
- e. Settling tanks _____
- f. Steam heating unit operations _____
- g. Heating tanks and temperatures _____
- h. Chemical injection _____
- i. API separation operation _____
- j. Corrugated plate separator _____
- k. Testing for Fuel Oil Reclaimed (FOR) _____
- l. Transfer of reclaimed fuel to bulk storage _____
- m. Water analyzer _____
- n. Blending _____
- 2. Documentation of fuel oil reclaimed _____

OILY WASTE WATER TREATMENT

- 1. Classification of oily wastes _____
- 2. Sampling and testing _____
 - a. Flash point test _____
 - b. Corrosion test _____
 - c. Centrifuge percent water and oil _____
- 3. Oily waste handling system _____
 - a. Collection method _____
 - b. Transportation _____
 - c. Storage _____
- 4. Processing system at the fuel terminal _____
- 5. Disposal of unblendable wastes _____
- 6. Documentation _____

SECURITY AND SAFETY

- 1. Objective of POL security _____
- 2. Security hazards _____
- 3. Terminal security _____
 - a. Procedures for conducting security round _____
 - b. Methods available to maintain security
 - (1) Personnel access control _____
 - (2) Identification system _____
 - (3) Physical barriers _____
 - (4) Alarms _____
 - (5) Security guards _____
 - (6) Protective lighting _____
 - c. Procedures when unauthorized person enters terminal _____
 - d. Importance of escort requirements, camera passes, smoking regulations _____
- 4. Disaster control plan _____

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5. Accidents (personnel and equipment)
 - a. Reporting procedures in case of accident _____
 - b. Reporting safety discrepancies _____
 - c. What to do if personnel get soaked in fuel _____
 - d. Safety problem areas in a terminal _____
 - e. Precautions during cold weather _____
6. Weather alerts
 - a. Significance of small craft and wind warnings _____
 - b. How reports are received _____
 - c. Areas prone to flooding _____
 - d. Precautions prior to heavy weather _____
 - e. Emergency supply locations _____
 - f. Terminal recall bills _____
7. Floods
 - a. Actions to be taken in case of flooding _____
 - b. Alternate routes around low areas _____
 - c. Notification procedures in case of flood _____
8. Snowstorms
 - a. Actions to be taken in case of snowstorm _____
 - b. Snow removal equipment _____
9. Hazards connected with petroleum products
 - a. Hygienic aspects _____
 - b. Fire and explosion
 - (1) Causes _____
 - (2) Static electricity _____
 - (3) Ignition sources _____
 - (4) Precautions _____
10. Safety devices and equipment available in terminal
 - a. Flame arrestors _____
 - b. Portable safety lights _____
 - c. Combustible gas indicators _____
 - d. Respiratory protection _____
 - e. Bonding and grounding _____
 - f. Emergency shutoffs _____
 - g. Signs _____
 - h. Periodic tests and inspections _____
 - i. Machinery guards _____
 - j. Ventilation _____
 - k. Drains _____
11. Prepare and conduct a thorough fuel handling safety training session for military and civilian personnel assigned _____

TANK FARM OPERATIONS

1. Storage tanks
 - a. Types, sizes, construction, and coatings
 - (1) Steel tanks
 - (a) Welded _____
 - (b) Bolted/riveted _____
 - (c) Horizontal _____
 - (d) Cone roof _____
 - (e) Floating roof _____
 - (2) Concrete tanks _____
 - (3) Other types _____
 - b. Tank accessories and functions
 - (1) Vents _____
 - (2) Breather valves _____
 - (3) Flame arrestors _____
 - (4) Tank outlets _____
 - (5) Gauge and thief hatches _____
 - (6) Oil heaters _____
 - (7) Pump and pump manifolds _____
 - (8) Gauge tables _____
 - (9) Vapor recovery system _____
 - c. Maintenance and inspection of tanks _____
 - d. Transfer between tanks
 - (1) Procedures _____
 - (2) Use of pumps _____
 - (3) Use of gravity _____
 - (4) Documentation _____
 - e. First in/first out policy _____
 - f. Water draw off procedures _____
 - g. Circulation _____
 - h. Changing tank service _____
2. Pipeline system
 - a. Types
 - (1) Single line _____
 - (2) Loop system _____
 - (3) Double line _____
 - b. Locations _____
 - c. System design _____
 - d. Coatings _____
 - e. Markings _____
 - f. Line testing _____
 - g. Accessories and functions
 - (1) Pipes _____
 - (2) Valves _____
 - (3) Expansion joints _____
 - (4) Blocks and blinds _____
 - (5) Pressure relief system _____
 - (6) Sediment strainers _____
 - (7) Line identification _____
 - (8) FSII injection system _____
 - h. Transfers
 - (1) Precleaning _____
 - (2) Maintaining product quality _____

- (3) Flow characteristics _____
 - (4) Optimum pumping pressure _____
 - (5) Multiproduct lines _____
 - (6) Surge pressures _____
 - (7) Lining up _____
 - i. General pipeline operating rules _____
 - j. Maintenance, inspection and repair _____
- 3. Pumps
 - a. Types
 - (1) Centrifugal _____
 - (2) Reciprocating _____
 - (3) Rotary _____
 - b. Uses
 - (1) Stripper pumps _____
 - (2) Cargo pumps _____
 - (3) Issue pumps _____
 - c. Pumping and pumphouse operation _____
 - d. Optimum pressure _____
 - e. Emergency shutdown _____
 - f. Prime movers _____
 - g. Safety precautions _____
 - h. Discharge and receipt computations _____
- 4. Valves
 - a. Types
 - (1) Gate _____
 - (2) Plug _____
 - (3) Ball _____
 - (5) Double block and bleed _____
 - b. Locations _____
 - c. Applications _____
 - d. Lining up _____
- 5. Hoses
 - a. Types _____
 - b. Sizes _____
 - c. Pressure testing _____
 - d. Storage and handling procedures _____
 - e. Marking _____
 - f. Maximum working pressure _____
 - g. Burst pressure _____

BARGE OPERATIONS

- 1. System familiarization _____
- 2. Receipt/off-load operation _____
- 3. Logs/requisitions procedures _____
- 4. Sampling _____
- 5. Testing _____
- 6. Gauging _____
- 7. Grounding _____
- 8. Inspection _____
- 9. Lining up valves _____
- 10. Operating pumps _____

TANK TRUCK OPERATIONS

1. Truck loading racks _____
2. Types of tank trucks _____
3. Product capabilities _____
4. Bonding/grounding _____
 - a. Purpose _____
 - b. Problems associated with hookup and detachment of grounding wire _____
 - c. Proper stowage of grounding wire after operation _____
5. Inspections _____
 - a. Importance _____
 - b. When and how inspection is conducted _____
 - c. Equipment used for inspection _____
 - d. Who to contact if truck fails inspection _____
6. Pump operation _____
 - a. Operate various pumps associated with truck loading _____
 - b. Location of pumps and associated emergency cutoff switch _____
7. Loading procedures _____
8. Unloading procedures _____
9. Strainers and filters _____
10. Meters _____
11. Sampling _____
 - a. Purpose _____
 - b. Proper location to take samples _____
 - c. Simple visual sampling techniques _____
 - d. Equipment used for sampling _____
12. Pressure _____
 - a. Location of pressure gauge _____
 - b. Interpret pressure reading _____
 - c. Problems with pressure gauge _____
13. Seals _____
 - a. Purpose _____
 - b. When, how, who installs seals _____
 - c. Any situation when driver performs sealing operation _____
14. Safety precautions _____
 - a. Dead man switch operation _____

TANKER/OILER/COMBATANT SHIP FUEL OPERATIONS

1. Need for advance notice _____
2. Tank farm preparation before arrival of vessel _____
3. Duties of fuel personnel in charge _____
4. Mooring/Berthing operations _____
 - a. Procedures for securing and detaching mooring lines _____

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- b. Meaning of "doubling up" _____
- c. Materials used for mooring lines _____
- d. Precautions in handling mooring lines _____
- e. Pier fittings _____
- f. How to tell if mooring lines are too tight _____
- 5. Briefing of vessel CO/Master _____
- 6. Hookup and disconnect of cargo hose _____
- 7. Gangways _____
- 8. Communications and other facilities _____
- 9. Sampling and testing before loading/unloading _____
- 10. Hose watch duties and responsibilities _____
- 11. Gauging ship's tanks _____
- 12. Inspection of vessel _____
- 13. Paperwork processing and certification _____
- 14. Emergency procedures _____
 - a. Pump shut down _____
 - b. Fire _____
 - c. Oil spill _____
- 15. Periodic line samples _____
- 16. Additional equipment on the pier _____
- 17. Difference between loading and unloading operations _____
- 18. Back suction and hose evacuation _____

LUBE OIL OPERATIONS

- 1. Tanks and capacities _____
- 2. Packaged products _____
 - a. Preloading drum inspections _____
 - b. Drum filling process _____
 - c. Other aspects _____
 - (1) Site selections _____
 - (2) Outdoor storage _____
 - (3) Covered storage _____
 - (4) Water in packaged petroleum product _____
 - (5) Storage of empty containers _____
- 3. Tank trucks _____
 - a. Paperwork _____
 - b. Seals _____
 - c. Sampling and quantity check _____
 - d. Hose connection _____
 - e. Tank selection and set up _____
 - f. Secure operations/hose disconnect _____

COMMAND INSPECTIONS AND AUDITS

- 1. Types and purposes of audits _____
 - a. Defense Audit Service _____

- b. DOD Inspector General (IG) _____
- c. Naval Audit Service _____
- d. General Accounting Office _____
- 2. Types and Purposes of Inspection
 - a. Inspection by local command _____
 - b. Annual inspection summary _____
 - c. NAVSUP IG _____
- 3. Conduct a NAVSUP IG
 - a. Assist the inspector in all aspects during the entire process _____
 - b. Make preparations for the IG by reviewing previous inspections and data sheets _____
 - c. Become familiar with all phases of the IG
 - (1) Review NAVSUP/NAVPET IG booklet _____
 - (2) Inventory records _____
 - (3) Ground fuel records _____
 - (4) Transportation losses computed immediately after receipt _____
 - (5) POL laboratory, calibration and quality surveillance program _____
 - (6) Security plan _____
 - (7) Basic Facility Requirements/Annual Inspection Summary _____
 - (8) Spill Prevention Control and Countermeasures Plans _____
 - (9) 1883/1884 submission _____
 - (10) Training program _____
 - (11) Maintenance/PMS _____
 - (12) Safety _____
 - (13) Fire prevention _____
 - (14) General housekeeping _____
 - (15) High level liquid alarms _____

TAD TO A NAVAL AIR STATION

- 1. Mission and Organization
 - a. Naval Air Station _____
 - b. Supply Department _____
 - c. Material/Fuel Division _____
- 2. NAS fuel facilities and equipment
 - a. Receiving stations _____
 - b. Storage tanks _____
 - c. Transfer lines _____
 - d. Pumps _____
 - e. Filter separators _____
 - f. Fuel monitors _____
 - g. Truck fill stands _____
 - h. Aircraft refueling and defueling equipment _____
 - i. Ground product equipment _____

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- j. Laboratory _____
- 3. NAS maintenance management program and inspection _____
 - a. Daily operator checkoff inspection of all assigned equipment _____
 - b. Preventive maintenance on POL distribution and storage system _____
 - c. Preventive maintenance in nitrogen dispensing facility _____
 - d. Corrective maintenance _____
- 4. NAS operations _____
 - a. Fueling/defueling aircraft _____
 - b. Hot refueling of aircraft _____
 - c. Fuel receipts _____
 - d. Safety in fuel handling _____
- 5. Inventory control at a retail activity _____
 - a. Processing of receipt and issue document _____
 - b. Close out of records on 10th, 20th and last day of month - 10 day report coincidental with Budget OPTAR Report _____
 - c. Close out of records on last day of the month _____
 - d. Schedule and place orders for POL and cryogenic products _____
 - e. Processing contract payment invoices _____
 - f. Reports _____
 - (1) Bulk petroleum facilities report _____
 - (2) Domestic fuel requirements _____
 - (3) Report of requirements for JP5 _____
 - (4) Bulk POL receiving capabilities report _____
 - (5) Bulk lube oil requirements _____
 - (6) Cryogenics report _____
 - (7) Fuel cleanliness report _____
 - (8) On order but undelivered report _____
- 6. Quality surveillance _____
 - a. Sources of contamination prevention _____
 - b. Laboratory test procedures for jet fuel _____
 - c. Significance of test results _____

PETROLEUM OFFICER TRAINEE GUIDE TO FORMAL SCHOOLS/TRAINING

COURSE	LENGTH	COURSE LOCATION	HOW TO APPLY	CONTACTS	ADDITIONAL INFORMATION
Facilities Planner	1 week	Various locations on the East & West Coast	Contact CECOS Registrar	Comm 805-982-2895/2897 DSN 551-2895/2897 or Register on-line www.cnet.navy.mil/cecos/htm	Course schedule/locations can be viewed on the CECOS website. * SCTR
Economic Analysis	1 week				
Environmental Protection	4 days				
Basic Corrosion	1 week	Various locations on the East & West Coast	Contact NACE Organization	Comm 281-228-6200 or Register on-line at www.nace.org	Course schedule/locations can be viewed on the NACE website. * SCTR
Confined Space Safety (A-493-0030)	2 weeks	Various locations on the East & West Coast	Contact the Naval Safety School Norfolk, VA	Comm 757-445-8778 DSN 565-8778 or Register on-line at www.norva.navy.mil/navosh	Course schedule/locations can be viewed on the NAVOSH website. * SCTR
Facility Response Team (FRT) Training (A-493-0012)	1 week	Various locations on the East & West Coast	Contact the Naval Safety School Norfolk, VA	Comm 757-445-8778 DSN 565-8778 or Register on-line at www.norva.navy.mil/navosh	Course schedule/locations can be viewed on the NAVOSH website. * SCTR
QAR Refinery Training	1 week	West Coast - DCMC Walnut Creek, CA	Contact Clyde Flewellen	Comm 925-952-4610 (X24)	West Coast Interns
		East Coast - DCMC Port Arthur, TX	Contact Paul Britten	Comm 409-727-1040	East Coast Interns
Command Inspection	1 week	Various locations on the East & West Coast	Contact Program Coordinator NPO to schedule	Comm 703-767-7332 DSN 427-7332	* SCTR
Program Indoc at NAVPETOFF	3-5 days	NAVPETOFF Ft. Belvoir, VA	Contact Program Coordinator NPO to schedule	Comm 703- 767-7332 DSN 427-7332	Indoctrination will consist of attending the NAVPETOFF POL Conference or the DESC Worldwide Energy Conference.
* SCTR - Same Coast Travel Required					

COURSE	LENGTH	COURSE LOCATION	HOW TO APPLY	CONTACTS	ADDITIONAL INFORMATION
TAD To NAS	2 weeks	Nearest Naval Air Station to Terminal	Contact the Supply Officer at the nearest NAS to the terminal		
Contracting Officer's Representative (COR) Course	3 days	Course should be held locally	Contact the FISC's local training office		
Civilian Personnel Management Course	3-5 days	Course should be held locally	Contact the FISC's local training office		
LEVEL 1 DAWIA					
Fundamentals of Systems Acquisition Mgmt (ACQ 101)	See Additional Information	See Additional Information	Contact Sandra McCaw Navy Registrar for all Acquisition courses	Comm 717-605-2388 DSN Prefix 430	This is a self-paced course given on the Internet. Course must be completed within 60 days
Acquisition Logistics Fundamentals (LOG 101)	9 days	Various locations			
LEVEL 2 DAWIA					
Intermediate Systems Acquisition (ACQ 201)	14 days	Various locations	Contact Sandra McCaw Navy Registrar for all Acquisition courses	Comm (717) 605-2388 www.register-now.cms.navy.mil	
Intermediate Acquisition Logistics (LOG 201)	15 days	Various locations			
Reliability and Maintainability (LOG 203)	3 days	Various locations			

COURSE	LENGTH	COURSE LOCATION	HOW TO APPLY	CONTACTS	ADDITIONAL INFORMATION
<i>Complete ONE of:</i> Configuration Management (LOG 204) Provisioning (LOG 205)	5 days 5 days	Various locations Various locations	Contact Sandra McCaw Navy Registrar For all Acquisition courses	Comm 717-605-2388 DSN Prefix 430 www.register-now.cms.navy.mil	

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PETROLEUM OFFICER TRAINEE PROGRESS REPORT FORMAT

From:
To: Commanding Officer, Navy Petroleum Office
Via: Commanding Officer, Fleet and Industrial Supply Center

Subj: QUARTERLY PETROLEUM OFFICER TRAINEE PROGRESS REPORT

Ref: (a) NAVSUPINST 1540.1F

Encl: (1) Sign-Off Sheets for On-the-Job Training

1. Per reference (a), my progress report is submitted.
2. Enclosure (1) shows the on-the-job training I have completed. To date I completed _____percent of the total areas assigned.
3. I completed the following formal courses approved in my development plan:

To date I completed _____percent of the total courses approved.
(Identify any funding or scheduling problems. Make any suggestion/comments about courses attended.)
4. The following are significant achievements for this quarterly reporting period:
5. Optional - job preference, suggestions about the Petroleum Trainee Program, etc.

NOTE: When computing percentage of OJT completed, a general area of training (e.g., Maintenance Management) will not be counted as complete until all subareas (e.g., Importance of Maintenance Management, Objectives of Maintenance Management, etc.) are completed.

Enclosure (5)